

**PERSONNEL AND TRAINING BUREAU  
DEPARTMENT RESERVE COORDINATOR**

**NOTICE**  
12.3

March 23, 2010

**TO:** All Commanding Officers

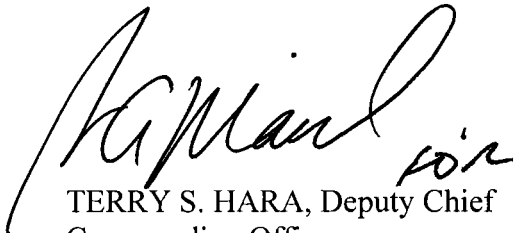
**FROM:** Department Reserve Coordinator

**SUBJECT:** DEPARTMENT RESERVE COORDINATORS AND COMMUNITY  
RELATIONS OFFICE SUPERVISORS QUARTERLY MEETING

On Tuesday, April 13, 2010, at 1000 to 1200 hours, there will be a mandatory meeting for all Reserve Coordinators and Community Relations Office (CRO) supervisors. The meeting will take place at the new Police Administration Building auditorium, located at 100 W. First Street, Los Angeles, CA 90012. The meeting will address various topics including the duties and responsibilities of Reserve Coordinators, reserve officer issues/updates, POST training, the new automated Stipend Report and the Twice a Citizen Banquet.

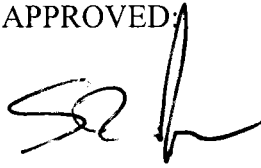
This meeting shall be considered a primary duty assignment for all Reserve Coordinators and CRO supervisors. If a Reserve Coordinator or CRO supervisor is unable to attend due to court, vacation, or illness, please ensure an alternate is in attendance.

Should you have any questions, please contact Lieutenant Craig Herron, Reserve Officer and Volunteer Section, Recruitment and Employment Division, at (213) 486-4726.



TERRY S. HARA, Deputy Chief  
Commanding Officer  
Personnel and Training Bureau

APPROVED:



STEPHEN R. JACOBS, Commander  
Chief of Staff  
Office of the Chief of Police

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